



NEW POSITION

CAPITAL IMPROVEMENT PROGRAM - PROJECT MANAGER

Van Alstyne, Texas



EXECUTIVE
RECRUITMENT
PROVIDED BY





Welcome to Van Alstyne, Texas

ESTABLISHED 1873

THE COMMUNITY

Boasting a Proud Past and a Bright Future, the City of Van Alstyne, Texas, has a rich history and friendly people. Spend even a little time chatting with the locals, and you'll hear again and again that Van Alstyne is one of the best small towns in Texas to raise a family. What makes it so great? If you take a stroll through the historic downtown to explore a few local restaurants and businesses, you'll notice a charming community that's close-knit, welcoming, and family-friendly. Residents take pride in their homes and their town. Even with the City's growth, it's still a great place to live and raise a family with great schools, close proximity to bigger city conveniences and opportunities, and an exceptional quality of life.

The City of Van Alstyne was founded in 1873 when the railroads began their rapid expansion of the Houston and Texas Central Railway. It was named in honor of Maria Van Alstyne, the widow of W. A. Van Alstyne, who was a major stockholder of the railway. After the railroad was built, citizens from nearby communities relocated to Van Alstyne, bringing businesses and churches with them. Van Alstyne grew from an estimated 740 residents in 1873 to 8,900 today. It's made up of approximately six square miles and nearly 300 acres pending annexation, as well as 70 square miles of extraterritorial jurisdiction. Due to dynamic growth along the Hwy. 75 corridor, the population is expected to hit 32,000 by the year 2030. The city is located on the borders of Grayson and Collin counties, and each is made up of 143,131 residents and 1,159,000 residents respectively.

Notable medical facilities include North Texas Family Health, TexomaCare - Van Alstyne, Van Health, Baylor Scott & White Primary Care - Van Alstyne, Baylor Scott White - McKinney, Medical City - McKinney, and Meadowbrook Care Center. For recreation, the City is also home to a public library, the Van Alstyne Museum, and six public parks. For transportation options, you can drive on US Hwy 75, FM 121, or SH 5; fly out of Dallas Love Field, 51 miles south, or Dallas Fort Worth International Airport, 50 miles south; or catch the DART Rail's Parker Road Station serving the metropolitan area of Dallas 27 miles south.

THINGS TO DO IN VAN ALSTYNE

Shop and Sample Saturday
*(Monthly in the historic
downtown square)*

Cars & Coffee
*(First Saturday of every
month)*

Cornhole Tournaments
(Held in Spring and Fall)

Fall der All
*(Annual autumn celebration
in downtown)*

Annual Downtown
Trick-or-Treat
(Halloween fun for all ages)

Annual Holiday
Hangout Market
*(Holiday shopping in
a festive market)*

Christmas Tree Lighting
and Parade
*(City-wide celebration for
the holiday season)*

Sounds of Summer
Concert Series
*(Live music during the
summer months)*

THE COMMUNITY continued

Education options include Van Alstyne Independent School District, serving Pre-K through 12th grade, Cornerstone Christian Academy in nearby McKinney, and Texoma Christian School in nearby Sherman. Grayson College has a campus in Van Alstyne, with the main campus in Denison, for those looking for higher education. The City is located 18 miles south of Austin College in Sherman and 16 miles north of Collin College in McKinney. Other nearby institutions include Southern Methodist University, the University of Texas at Dallas, and the University of North Texas.

Van Alstyne is quickly evolving from a bedroom community into a full-service City. While past growth has been largely focused on single-family housing, the City is attracting interest in retail, office, and industrial development. Additionally, there's a growing demand for entertainment options, reflecting the community's expanding needs and vibrant lifestyle. The City is currently working through the development process with Kirby Smith Machinery Incorporated. Allan Millworks is under construction in the City's Industrial park, along with Railyard Tap House in downtown. Recently completed projects that add to Van Alstyne's historic downtown include Bill Smith's Café, Dowling Distillery, and numerous luxury boutiques.

Van Alstyne has a median household income of \$75,882 and an average home value of \$295,408. Major employers in Van Alstyne include LaCore Enterprises, Van Alstyne ISD, Braum's, Foxworth Galbraith, City of Van Alstyne, Meadowbrook Nursing Home, U.S. Bank, United AG & Turf, Diamond Grocery, and Lone Star Foods.

The City has a true historic downtown, a diverse housing market, and plenty of small-town charm. Living and working here offers a fantastic quality of life that can't be beat!



MISSION

Recognizing its rich heritage, the municipality will maximize opportunity for social and economic development while retaining the uniqueness of the community. Through responsible and professional leadership, and while developing strategic partnerships with others, the municipality will strive to improve as it grows providing enhanced services and quality of life programs that serve the residents of Van Alstyne.

VISION

Van Alstyne's vision is to expand and prosper by:

Creating a central downtown area that thrives with entertainment and brings the community together.

Providing the City with green spaces connected by trails and attractive housing developments.

Creating and providing business and employment opportunities, and much more!

GOVERNANCE & ORGANIZATION

The City of Van Alstyne operates under a home rule form of government, with seven City Council Members including the Mayor. Council Members are elected at-large and serve three-year terms. Positions that are appointed and/or confirmed by the governing body include City Manager, City Attorney, and the Municipal Court Judge.

Lane Jones serves as the current City Manager, who has been with the City of Van Alstyne for 6.5 years. Since assuming the position in March 2018, Jones has been at the helm of the City's operations, focusing on organizational development, budget management, and fiscal policy. His primary goal is to enhance the quality of life for all residents of Van Alstyne, reflecting a deep commitment to community welfare and growth.

Major projects underway or recently completed include:

- A 24-acre park
- A 750,000-gallon elevated storage tank
- A 45,000-square foot Public Safety facility
- Downtown revitalization including street replacements, utility upgrades, streetscaping, and lighting.

Van Alstyne has 78 employees and a total fiscal year budget of \$42,258,570. Its ad valorem tax rate is \$0.553713 per \$100 of valuation.





ABOUT THE DEPARTMENT

The Capital Improvement Program (CIP) Project Manager will be part of the Development Services Department, which is responsible for the safe development of building and infrastructure through enforcement of the City's building code and other City codes and ordinances. The Department is comprised of planning, building and permitting, code compliance/animal control, and engineering. In addition, the Department works with the Planning and Zoning Commission, Architectural Review Panel, Zoning Board of Adjustment, and Construction Board of Appeals.

ABOUT THE POSITION

The Capital Improvement Program Project Manager is responsible for managing the Capital Improvement Program in all aspects of public construction activities. This includes managing the execution of capital improvement projects and studies; reviewing construction drawings; handling cost estimate approvals; obtaining and reviewing easements; and conducting meetings with developers, consultants, engineers, and homeowners. Assignments are broad in scope and require the use of independent judgment and initiative in making technical decisions of considerable difficulty. This position may also be required to respond to citizen and professional inquiries and complaints.

Reporting to the Director of Development Services, the CIP Project Manager should provide excellent customer service by offering technical assistance to staff engineers on plan review and use of proper procedure and interpretation of City requirements to ensure conformance with City standards. This position provides analytical and developmental recommendations relating to engineering plans, specifications, and reports on improvements and new construction for the City, as well as assists with the development and implementation of the design manual, ordinances, and procedures.

The CIP Project Manager manages and provides contract administration for professional services and capital improvement projects, including:

- Assist in developing Capital Improvement Program.
- Provide budget information for proposed projects.
- Negotiate design contracts with engineering firms.
- Conduct public meetings as needed on projects.
- Negotiate land acquisition contracts.
- Coordinate/facilitate/drive necessary utility relocations for projects.
- Coordinate with other Departments as needed regarding CIP Projects.
- Manage the Construction Phase of CIP projects, to attain timely completion within the allocated budget restraints.

Applying consistent design standards, construction details, and specifications to meet City standards and engineering practices is part of the Project Manager's job. This position evaluates and responds to technical inquiries from inspectors, consulting engineers, and contractors. They review exhibits and descriptions for easements and right-of-way acquisition; prepare council agenda items for assigned capital improvement projects or other special projects; attend meetings with consultants, contractors, and other staff as necessary; and evaluate and respond to public, inter-departmental, and City official inquiries.

Additional responsibilities of the CIP Project Manager include receiving and responding to citizens, developers, and/or engineers' inquiries and complaints regarding engineering issues; composing and preparing correspondence; assisting with the preparation of briefings for City Council on engineering and capital improvement project-related items; and assisting with the preparation of various reports for the City Manager and department heads.

OPPORTUNITIES & CHALLENGES

Van Alstyne is a fast growing city with a number of growth-related projects underway and on the horizon. This new position was added to the City organization to address both the current and long-term needs of city and its citizens. The new CIP Project Manager will play a vital role in Van Alstyne's present and future. Some of the projects include:

- Completion of a new elevated water storage tank currently under construction;
- Street connectivity issues as a result of improvements to Hwy. 75 that will change access roads from two-way to one-way;
- Coordination with the City of Anna on a new wastewater treatment plant
- Building an additional wastewater treatment plant in the city along with refurbishing an existing plant.

There is a list of approximately \$70 million of projects that will need to be designed, funded and constructed. The CIP-PM will be responsible for strategically organizing and prioritizing projects along with implementing a communications plan to keep the citizens, City Council, city management and impacted departments informed of the status of each project.

IDEAL CANDIDATE

The City of Van Alstyne seeks an experienced and assertive leader to serve as its new Capital Improvements Program Project Manager. The ideal candidate will be a strategic thinker, leader, manager, and planner, who is collaborative and willing to consider global perspectives of the community. They will be business-minded and understand limited resources while harnessing their creative, motivational, and influential side. They will be collaborative and assertive.

The ideal candidate will be knowledgeable in civil engineering and capital improvement project review practices; building construction means and methods; and modern methods and techniques used in the design and construction of water, wastewater, drainage, and street infrastructure. The chosen Project Manager will be familiar with laws and regulations pertaining to civil engineering, municipal improvements, and public works projects. They will have excellent communication skills, both orally and in writing, and be able to operate standard office equipment.

Being able to prioritize and organize various assignments to produce efficient results is an important part of this role. The chosen candidate will be able to understand and follow written and oral instructions; provide tactful and appropriate responses to inquiries from the public, other departments, or agencies; and establish and maintain cooperative-working relationships with those contacted in the course of work.

IDEAL CANDIDATE continued

Additional attributes of the ideal candidate include someone who can:

- Read and understand reference and legal materials, such as the local government code and other state statutes.
- Exercise sound judgment and take responsible actions as a City representative during contact with the public, elected and appointed officials, developers, and other City employees.
- Coordinate with state and federal agencies and demonstrate the capacity to foster relationships with external organizations.
- Supervise the work of subordinate professionals, technical staff, and consultants.
- Avoid any conflict or appearance of conflict of interest in the performance of duties and responsibilities, including election-related items.
- Present information in public forums in a professional manner.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.



EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in civil engineering from an accredited university with a minimum of seven years of progressively responsible experience with demonstrated experience supervising direct reports. Municipal civil engineering experience is preferred. Must be knowledgeable of the principles and practices of civil engineering, particularly with the design, construction, and maintenance of public works projects. Experience in municipal capital improvement project management and/or building construction preferred. An equivalent combination of education, experience, certifications, and training will be strongly considered.

Registration as a Professional Civil Engineer (P.E.) in Texas is strongly preferred. Possession or ability to obtain and maintain a valid Texas state driver's license and proof of insurability is required. A satisfactory background clearance will be required before starting work.

COMPENSATION AND BENEFITS

The annual salary range for this position begins at \$100,000 dependent on qualifications and experience. The City of Van Alstyne offers a comprehensive benefits package, including 100% employer-paid employee health, dental, vision, and life insurance; telehealth and tele-counseling; and short- and long-term disability coverage. The City also pays 50% dependent health coverage; 12 paid holidays; generous paid leave; and a cell phone and laptop provided. The City participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate and a municipal matching ratio of 2:1, with five years vested.



APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

Jay Singleton, Senior Vice President
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817-223-2654



The City of Van Alstyne is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Van Alstyne
cityofvanalstyne.us/index

Van Alstyne Development Services Department
cityofvanalstyne.us/development

Van Alstyne Economic Development Corporation
cityofvanalstyne.us/aboutthecdc

